



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

For the Meeting of Wednesday
January 23, 2013

7:00P.M. Regular Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday January 23, 2013
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda that is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. PRESENTATIONS

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT Minutes of previous regular meeting dated January 2, 2013
2. Approve Register of District Invoices
3. Discovery Bay Community Center Funding Authorization

F. NEW BUSINESS AND ACTION ITEMS

1. Adoption of Ordinance No. 22 – An Ordinance of the Board of Directors of the Town of Discovery Bay adopting Rules & Regulations Governing Parks
2. Introduction of DRAFT Ordinance No. 23 – An Ordinance of the Board of Directors of the Town of Discovery Bay adopting the establishment of compensation for the Board of Directors

G. VEOLIA REPORT

H. MANAGER'S REPORTS

I. GENERAL MANAGER'S REPORT – Discussion and Possible Action

J. DISTRICT LEGAL COUNSEL REPORT

K. COMMITTEE UPDATES – Discussion and Possible Action

1. Adoption of Resolution No. 2013-02 Establishing a Community Center Advisory Committee and Appoint at-large Committee Members
2. Community Center Update

L. CORRESPONDENCE – Discussion and Possible Action

1. R – Contra Costa County Aviation Advisory Committee meeting minutes dated October 11, 2012
2. R – Discovery Bay P-6 Zone Citizen Advisory Committee meeting minutes dated October 30, 2012
3. R – East Contra Costa Fire Protection District meeting minutes dated December 3, 2012
4. R – Byron Municipal Advisory Council meeting minutes dated December 4, 2012
5. R – Contra Costa County Department of Conservation and Development regarding Draft Contra Costa County Climate Action Plan dated December 26, 2012
6. S – Letter to the Contra Costa County Department of Conservation and Development regarding County File Number LP12-2143 dated January 4, 2013
7. S – Letter to the Contra Costa County Department of Conservation and Development regarding County File Number DP12-3031 dated January 4, 2013
8. S – Letter to the Contra Costa County Department of Conservation and Development regarding Newport Pointe County File #'s GP08-0002, RZ09-3241, SD09-9278 & DP09-3029 dated January 16, 2013

M. PUBLIC RECORD REQUESTS RECEIVED

1. Request from William Richardson – Community Center PRR Dated 11.20.12 2nd batch or records – Request date December 26, 2012
2. Request from Bay Area News Group – 2012 Compensation – Request date January 8, 2013

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

Adjourn to the next Regular meeting of February 6, 2013 starting at 7:00 p.m. at 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



No Back Up
Documentation For
Agenda Item # C



No Back Up
Documentation For
Agenda Item # D



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice-President - Kevin Graves • Director – Bill Pease • Director - Mark Simon • Director - Ray Tetreault

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**
 Wednesday January 2, 2013
REGULAR MEETING 7:00 P.M.
 1800 Willow Lake Road, Discovery Bay, California
 Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Steele
 Pledge of Allegiance – Led by President Steele
 Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. BOARD OFFICERS APPOINTMENT & DISTRICT REPRESENTATIVE COMMITTEE POSITIONS

1. Nominate & Appoint District Board Positions for the 2013 Year

Nominations opened for Board President

Director Simon – Nominated Director Ray Tetreault to the Board President Position

Director Pease – Provided and explained a Board President Rotational process

Nominations closed for Board President

Vote: Motion Carried – AYES: 5, NOES: 0

Nominations opened for Board Vice-President

President Tetreault – Nominated Director Mark Simon to the Board Vice-President Position

Nominations closed for Board Vice-President

Vote: Motion Carried – AYES: 5, NOES: 0

Nominations opened for Board President Pro-Tempore

Vice-President Simon – Nominated Director Kevin Graves to the Board President Pro-Tempore Position

Vote: Motion Carried – AYES: 5, NOES: 0

2. Appointment of Board Members to District Representative Committee Positions

<u>Committee Name</u>	<u>Director Appointed</u>	<u>Alternate</u>
Contra Costa County Aviation Advisory Committee	Kevin Graves	Chris Steele
Contra Costa County Code Enforcement	Bill Pease	Mark Simon
Contra Costa Special Districts Association	Ray Tetreault	Kevin Graves
East Contra Costa County Fire Protection District Liaison	Kevin Graves	Mark Simon
East County Water Management Agency	Board President	Board Vice-President
LAFCO/Liaison	Bill Pease	Chris Steele
Police Services (P6 Committee)	Ray Tetreault	Mark Simon
School District Representative Liaison	Chris Steele	Kevin Graves
Regional Transportation Agencies	Bill Pease	Kevin Graves

Board Subcommittee Appointments

<u>Committee Name</u>		
Budget Subcommittee	Mark Simon	Ray Tetreault
Communications Subcommittee	Kevin Graves	Chris Steele
Community Center Subcommittee	Chris Steele	Kevin Graves
Investment Oversight Subcommittee	Chris Steele	Mark Simon
Landscaping Subcommittee	Mark Simon	Ray Tetreault
Park and Recreation Subcommittee	Bill Pease	Kevin Graves
Public Financing Authority Subcommittee	Ray Tetreault	Mark Simon
Water and Wastewater Subcommittee	Ray Tetreault	Kevin Graves

There was discussion between Legal Counsel, the General Manager and the Board
Motion by: Director Graves to move that this slate be approved as presented by the President
Second by: Director Pease
There was one Public Comment Speaker.
Vote: Motion Carried – AYES: 5, NOES: 0

D. PRESENTATIONS

None

E. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report

Lieutenant Alan Johnson – Provided the law enforcement report for the month of December. There was discussion between the Board and Lieutenant Johnson.

2. CHP Report

Officer Eric Brewer – Provided an update of the services to the Town of Discovery Bay. There was discussion between the Board and Officer Brewer.

3. Fire District Report

Chief Burris – Provided his report and the details for the month of December.

4. East Contra Costa Fire Protection District Report – No Report

5. Supervisor Mary Piepho, District III Report – No Report

F. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – No Report

4. Special Districts Report - No Report**

***These meetings are held Quarterly*

G. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT Minutes of previous regular meeting dated December 19, 2012

2. Approve Register of District Invoices

3. Board of Supervisors Reorganization Luncheon 2013

4. Adopt and Approve Resolution No. 2013-01 Establishing an Introductory Period Policy for Newly Hired Employees

5. Modification to the approved Holiday Schedule for 2013

Director Pease – Pulled item G-3

Motion by: Director Graves to approve the Consent Calendar except for item G-3

Second by: - Vice-President Simon

Vote: Motion Carried – AYES: 5, NOES: 0

There was discussion between the General Manager and the Board.

Motion by: Director Graves to accept item G-3 as the luncheon portion of the invitation

Second by: Director Pease

Vote: Motion Carried – AYES: 5, NOES: 0

H. NEW BUSINESS AND ACTION ITEMS

1. Funding considerations and allocation of funds associated with the purchase of the Discovery Bay Athletic Club Property

General Manager Howard – Provided details of item H-1

There was discussion between the General Manager and the Board. There was one Public Comment Speaker.

Motion by: Director Pease to move that the Town of Discovery Bay utilize \$200,000.00 from the Town's Water and Wastewater Fund, \$400,000.00 from Measure WW Grant Funds and \$210,000.00 from the Zone 8 Fund balance to acquire the 7.39+/- acre portion of the Discovery Bay Athletic Club property

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

Parks and Landscape Manager Perez – Provided additional details of item H-1, there was discussion between the General Manager the Parks and Landscape Manager and the Board. There was one Public Comment Speaker.

2. Measure WW Local Grant Program Project Application for the acquisition of real property designated for future Community Center location

Parks and Landscape Manager Perez – Provided details of item H-2

Motion by: Director Pease to approve and authorize Staff to complete, execute and file the WW Grant Project Application and supporting documents for the acquisition of real property located at 1601 Discovery Bay Boulevard (future Community Center site) for an amount not to exceed \$400,000.00

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

There was discussion within the Board in regards to the Public Comment Section being prior to the motion and second

3. Introduction of DRAFT “Ordinance No. 22 – An Ordinance of the Board of Directors of the Town of Discovery Bay adopting Rules & Regulations Governing Parks” and possible action

Parks and Landscape Manager Perez – Provided details of item H-3

There was discussion between Legal Counsel, the Parks and Landscape Manager and the Board. There was one Public Comment Speaker.

Motion by: Director Graves to accept the DRAFT and waive the first reading of Ordinance No. 22

Second by: Vice-President Simon

Vote: Motion Carried – AYES: 5, NOES: 0

4. Agency Comment Request – Home Occupation Use Permit Application – Stephen Wilson (LP12-2143)

General Manager Howard – Provided details of item H-4

General Manager Howard – Provided details of item H-4

There was discussion between the General Manager and the Board. There was one Public Comment Speaker.

Motion by: Director Graves to direct Staff to prepare a letter to the County addressing the concerns that the Board has with regards to parking and walk-in traffic

Second by: Vice-President Simon

Vote: Motion Carried – AYES: 5, NOES: 0

I. PRESIDENT REPORT AND DIRECTORS’ COMMENTS

President Tetreault – Thanked the Board for giving him the opportunity to be President

Director Steele – Looking forward to providing the Community Center Plan to the Board

J. MANAGER’S REPORT

1. Update on County Park Transfer

2. Update on Landscape Maintenance Contracts

3. Faded Street Signs

Parks and Landscape Manager Perez – Provided details of items J-1, J-2, and J-3

There was discussion between the Parks and Landscape Manager and the Board

K. GENERAL MANAGER’S REPORT

None

L. DISTRICT LEGAL COUNSEL REPORT

None

M. COMMITTEE UPDATES

Director Steele – Community Center Sub-Committee is working on obtaining the estimates for the Discovery Bay Athletic Club

N. CORRESPONDENCE – Discussion and Possible Action

1. S – Letter to the Contra Costa County Department of Conservation and Development regarding County File Number LP12-2121 dated December 20, 2012

2. S – Letter to the Contra Costa County Department of Conservation and Development regarding County File Number LP12-2139 dated December 20, 2012

3. S – Letter to Honorable Supervisor Piepho regarding the Proposed Contra Costa County Land Use Home Occupation Permit Process Modification dated December 20, 2012

O. PUBLIC RECORD REQUESTS RECEIVED

1. Request from William Richardson – Community Center PRR Dated 11.20.12 – Request date December 14, 2012

2. Request from William Richardson – Community Center – Discovery Bay Athletic Club Purchase – Request date December 21, 2012

P. FUTURE AGENDA ITEMS

None

Q. ADJOURNMENT

The meeting adjourned at 8:28 p.m. to the next regular meeting on January 16, 2013 starting at 7:00 p.m.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 23, 2013

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$793,808.38

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2012/2013
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2012/2013
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2012/2013

AGENDA ITEM: E-2

Request for authorization to pay invoices (RFA)
For the Meeting on January 16, 2013
Town of Discovery Bay CSD
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Accountemps	36936031	Office Temp Week ending 12/14/12	12/17/12	\$720.00
Accountemps	37016520	Office Temp Week Ending 12/21/12	12/27/12	\$720.00
Accountemps	37046936	Office Temp Week Ending 12/28/12	01/01/13	\$432.00
American Retrofit Systems	281	Cover outside GFI, Repair phone jacks, reclamp closet light	12/27/12	\$350.00
American Retrofit Systems	284	Repair/Maintenance 3 Heaters at District Office	01/08/13	\$560.00
Anderson, Calista	EXP REPORT DEC 2012	Expense Report Dec 2012	01/03/13	\$23.13
Anderson, Calista	EXP REPORT DEC 2012	Expense Report Dec 2012	01/03/13	\$21.25
Big Dog Computer	BDC32931	Carbonite and Network Issues	01/02/13	\$237.50
Brut Force Janitorial	2013/1	Janitorial Service Jan 2013	01/02/13	\$200.00
Brut Force Janitorial	2013/1	Janitorial Service Jan 2013 (Z57,61)	01/02/13	\$50.00
Caselle, Inc.	46793	Contract Support 02/01/12-02/28/13	01/01/13	\$725.00
County Of Contra Costa, Dept of Info Tec	7888	Data Processing Charges Nov 2012	12/14/12	\$43.06
Denalect Alarm Company	R47713	Qtrly Alarm Charge	01/02/13	\$111.00
Discovery Bay Chamber of Commerce	398	7th Annual State of the Town Banquet	01/03/13	\$360.00
Discovery Bay Designs	855	Mesh Polo-Bill Pease	01/02/13	\$21.63
Freedom Mailing Service, Inc	21776	Residential Bill Processing Nov 2012	01/28/12	\$906.72
Hypopoint Data Systems, Inc.	1028990/HR106770	Slifer Park WeatherTrak (Z61)	12/15/12	\$450.00
Jesse Rubio	3460 KEYSTONE LOOP	Closed Acct, Refund to Customer	01/08/13	\$56.99
MailFinance	N3705046	Lease Payment Jan-Feb 2013	12/18/12	\$69.53
Neumiller & Beardslee	252691	Services through 11/30/12	12/12/12	\$4,781.23
Neumiller & Beardslee	252691	Services through 11/30/12 (Z57,61)	12/12/12	\$643.50
Odyssey Landscape Co, Inc.	36038171	Monthly Contract (Z35,57,61)	12/20/12	\$7,130.00
Office Depot	635744541001	Office Supplies	12/10/12	\$85.11
Office Depot	638475805001	Office Supplies	12/28/12	\$77.87
Office Depot	638475886001	Office Supplies	12/28/12	\$1.50
Ricoh Americas Corporation	5024571689	Photocopier Nov-Dec 2012	12/20/12	\$246.62
Ross Recreation Equipment Co., Inc.	92668	Park and Ride Trash Receptacle (Z61)	12/14/12	\$1,169.95
SDRMA	12293	Employee Benefits	01/07/13	\$634.28
Shred-It	9401285418	Shredding Service dated 12/14/12	12/14/12	\$71.63
Spectral Wireless Networks	3611	Qtlly Internet Charge Jan-Mar 2013	12/31/12	\$240.00
U.S. Bank Corporate Payment System	4246044555703473/121	Travel & Meetings	12/26/12	\$244.27
U.S. Bank Corporate Payment System	4246044555703473/121	Company Sponsored Events	12/26/12	\$632.73
U.S. Bank Corporate Payment System	4246044555703473/121	Telephone-General	12/26/12	\$443.24
U.S. Bank Corporate Payment System	4246044555703473/121	Telecom-Networking	12/26/12	\$220.00
U.S. Bank Corporate Payment System	4246044555703473/121	Telephone-Cellular	12/26/12	\$67.04
U.S. Bank Corporate Payment System	4246044555703473/121	Vehicle & Equipment Fuel	12/26/12	\$45.15
U.S. Bank Corporate Payment System	4246044555703473/121	Computer Software	12/26/12	\$399.99
U.S. Bank Corporate Payment System	4246044555703473/121	Misc, Missing Receipts from FY2011/2012	12/26/12	\$1,404.63
U.S. Bank Corporate Payment System	4246044555703473/121	Special Expense, Vendor Appreciation	12/26/12	\$123.83
Verizon Wireless	1150386303	Cell Phone Charge 11/27/12-12/26/12	12/26/12	\$407.71
			Administration	Sub-Total
				\$25,128.09
Water				
Brut Force Janitorial	2013/1	Janitorial Service Jan 2013	01/02/13	\$20.00
County of Contra Costa Public Works Dept	916839	Permit # EP12-28720	12/26/12	\$660.58
Delta Fence Company, Inc.	23940	Fence Repair Old Well 4	01/04/13	\$525.00
EnerPower	62269	Electric Charge for 09/11/12-10/09/12 #2943721436	01/03/13	\$1,333.00
EnerPower	62270	Electric Charge 10/10/12-11/07/12 #2943721436	01/03/13	\$1,720.00
EnerPower	62272	Electric Charge 10/09/12-11/06/12 #8651647376	01/03/13	\$357.00
EnerPower	62273	Electric Charge 10/09/12-11/06/12 #2990602871	01/03/13	\$142.00
J.W. Backhoe & Construction, Inc.	1813	Leaking Fire Hydrant Sound Point	12/21/12	\$1,385.00
J.W. Backhoe & Construction, Inc.	1814	Leak at Bolinas Place	12/21/12	\$3,963.48
J.W. Backhoe & Construction, Inc.	1815	Leak at Beaver Lane	12/21/12	\$3,731.20
J.W. Backhoe & Construction, Inc.	1818	Bolinas Place repair	12/31/12	\$731.00
J.W. Backhoe & Construction, Inc.	1820	Beaver Lane Repair	12/31/12	\$646.00
Loprest Water Treatment Company	1212-21	Filters Inspection	12/31/12	\$2,000.00
Luhdorff & Scalamimi	28320	Well 6 Testing/Treatment	11/30/12	\$1,155.00

Neumiller & Beardslee	252604	SWWWC Litigation	12/11/12	\$851.40
Paul E. Vaz Trucking, Inc.	23245	Hauling & Material 12/19/12	12/21/12	\$390.65
Paul E. Vaz Trucking, Inc.	23246	Hauling 12/19/12	12/21/12	\$527.81
U.S. Bank Corporate Payment System	4246044555703473/121	Company Sponsored Event, Vendor Appreciation	12/26/12	\$117.31
U.S. Bank Corporate Payment System	4246044555703473/121	Telephone-General	12/26/12	\$231.38
U.S. Bank Corporate Payment System	4246044555703473/121	Telecom-Network	12/26/12	\$65.69
U.S. Bank Corporate Payment System	4246044555703473/121	Vehicle & Equipment Fuel	12/26/12	\$326.22
Univar	SJ527896	Chemicals Delivered 12/19/12	12/19/12	\$353.58
Veolia Water North America	24281	Monthly O&M Fee Jan 2012	01/07/13	\$38,628.79
Verizon Wireless	1150386303	Cell Phone Charge 11/27/12-12/26/12	12/26/12	\$124.06

Water Sub-Total \$59,986.15

Wastewater

American Retrofit Systems	278	WWTP1 pump station	12/19/12	\$650.00
American Retrofit Systems	279	Clear Level Control Floats Plant #1	12/26/12	\$100.00
Brentwood Ace Hardware	808/123112	Bolts	12/31/12	\$4.47
Brentwood Ace Hardware	808/123112	Pipe Wrap	12/31/12	\$71.11
Brentwood Ace Hardware	808/123112	Repair Generator	12/31/12	\$5.61
Brut Force Janitorial	2013/1	Janitorial Service Jan 2013	01/02/13	\$30.00
Cramer, Frank	EXP REPORT DEC 2012	Expense Report Dec 2012	12/27/12	\$63.83
EnerPower	62271	Electric Charge 10/10/12-11/07/12 #3881134627	01/03/13	\$422.00
Herwit Engineering	12-Dec	Services for Dec 2012	01/03/13	\$5,807.15
Neumiller & Beardslee	252604	SWWWC Litigation	12/11/12	\$1,277.10
Stantec Consulting Services Inc	648662	UV Disinfection Write Up	12/14/12	\$1,485.00
U.S. Bank Corporate Payment System	4246044555703473/121	Company Sponsored Event, Vendor Appreciation	12/26/12	\$175.97
U.S. Bank Corporate Payment System	4246044555703473/121	Telephone-General	12/26/12	\$498.32
U.S. Bank Corporate Payment System	4246044555703473/121	Telecom-Network	12/26/12	\$98.54
U.S. Bank Corporate Payment System	4246044555703473/121	Vehicle & Equipment Fuel	12/26/12	\$151.84
Veolia Water North America	24281	Monthly O&M Fee Jan 2012	01/07/13	\$57,943.20
Verizon Wireless	1150386303	Cell Phone Charge 11/27/12-12/26/12	12/26/12	\$98.66

Wastewater Sub-Total \$68,882.80

Community Center

Kier & Wright Civil Engineers	96016	Surveying Services & Lot Line Adj, Comm. Center	12/31/12	\$2,119.40
Neumiller & Beardslee	252691	Services through 11/30/12 (Z57,61)	12/12/12	\$2,130.00
Neumiller & Beardslee	252692	Community Center Purchase, services Nov 2012	12/12/12	\$3,633.50

Community Center Sub-Total \$7,882.90

Grand Total \$161,879.94

Request For Authorization To Pay Invoices (RFA)
For the Meeting on January 16, 2013
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
American Retrofit Systems	277	Install Trailer Connector on Gator	12/13/12	\$120.00
American Retrofit Systems	280	Electrical Problem Gator Strobe Light	12/26/12	\$150.00
American Retrofit Systems	282	Front Entry Light Fixture Repair	12/31/12	\$460.00
Brentwood Ace Hardware	808/123112	Chain Saw Repair	12/31/12	\$24.93
Brentwood Ace Hardware	808/123112	Misc Supplies	12/31/12	\$27.21
Brentwood Ace Hardware	808/123112	Cord/Install Snowflakes	12/31/12	\$244.67
Brentwood Reprographics	2012-4194	Pickle Ball, Cornell Park	12/19/12	\$50.10
Brut Force Janitorial	2013/1	Janitorial Service Jan 2013	01/02/13	\$360.00
Delta Debris Box Service	766072	20YD Bin	12/31/12	\$452.00
Delta Debris Box Service	766074	20YD Bin, Cornell Park Bench Replacement	12/31/12	\$466.88
Discovery Bay Disposal	17-0001966/122812	Com 2 YD Bin	12/28/12	\$279.75
Gates & Associates	34465	Landscape Architectural Service for Cornell Park	12/18/12	\$7,393.01
Neumiller & Beardslee	252691	Services through 11/30/12	12/12/12	\$455.75
Odyssey Landscape Co, Inc.	36038265	Cornell Park, Monument Sign Base	12/30/12	\$1,295.00
Old Republic Title	0120011220	Community Center Purchase	01/15/13	\$610,000.00
Town of Discovery Bay	9-900-000-004-2.01	Water Bill for 10/16/12-11/15/12	11/15/12	\$404.25
Town of Discovery Bay	9-900-000-004-2.02	Water Bill for 10/16/12-11/15/12	11/15/12	\$132.92
Town of Discovery Bay	9-900-000-004-2.03	Water Bill for 10/16/12-11/15/12	11/15/12	\$162.00
Town of Discovery Bay	9-900-000-004-2.04	Water Bill for 10/16/12-11/15/12	11/15/12	\$121.63
Town of Discovery Bay	9-900-000-004-2.05	Water Bill for 10/16/12-11/15/12	11/15/12	\$5.94
Town of Discovery Bay	9-900-000-004-2.06	Water Bill for 10/16/12-11/15/12	11/15/12	\$98.49
Town of Discovery Bay	9-900-000-004-2.07	Water Bill for 10/16/12-11/15/12	11/15/12	\$4.12
Town of Discovery Bay	9-900-000-004-2.08	Water Bill for 10/16/12-11/15/12	11/15/12	\$29.98
Town of Discovery Bay	9-900-000-004-2.09	Water Bill for 10/16/12-11/15/12	11/15/12	\$25.90
Town of Discovery Bay	9-900-000-004-4.02	Water Bill for 10/16/12-11/15/12	11/15/12	\$50.39
Town of Discovery Bay	9-900-000-004-4.03	Water Bill for 10/16/12-11/15/12	11/15/12	\$276.32
Town of Discovery Bay	9-900-000-004-4.04	Water Bill for 10/16/12-11/15/12	11/15/12	\$21.95
Town of Discovery Bay	9-900-000-004-4.05	Water Bill for 10/16/12-11/15/12	11/15/12	\$93.05
Sierra Display, Inc	17329	Holiday Lights for the Front Entrance	12/13/12	\$1,683.06
U.S. Bank Corporate Payment System	4246044555703473/121	Tools & Sundry Equipment, Gator Windshield & Soft Doors	12/26/12	\$672.28
U.S. Bank Corporate Payment System	4246044555703473/121	Travel Employee Expense	12/26/12	\$118.98
U.S. Bank Corporate Payment System	4246044555703473/121	Memberships	12/26/12	\$85.00
U.S. Bank Corporate Payment System	4246044555703473/121	Telephone-General	12/26/12	\$145.00
U.S. Bank Corporate Payment System	4246044555703473/121	Materials, Street Signs	12/26/12	\$26.61
U.S. Bank Corporate Payment System	4246044555703473/121	Materials, Tools for Street Signs	12/26/12	\$23.80
U.S. Bank Corporate Payment System	4246044555703473/121	Vehicle & Equipment Fuel	12/26/12	\$227.71
U.S. Bank Corporate Payment System	4246044555703473/121	Maintenance of Equipment	12/26/12	\$183.19
U.S. Bank Corporate Payment System	4246044555703473/121	Misc Small Tools	12/26/12	\$201.34
U.S. Bank Corporate Payment System	4246044555703473/121	Special Expense, Vendor Appreciation, Boys Ranch	12/26/12	\$388.76
Verizon Wireless	1150386303	Cell Phone Charge 11/27/12-12/26/12	12/26/12	\$68.62
Watersavers Irrigation Inc.	11246709	Cornell Park, pine stakes	12/26/12	\$17.73
Total				\$627,048.32

Request For Authorization To Pay Invoices (RFA)
For the Meeting on January 16, 2013
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Brentwood Ace Hardware	808/123112	Misc Supplies	12/31/12	\$20.00
Brut Force Janitorial	2013/1	Janitorial Service Jan 2013	01/02/13	\$25.00
Neumiller & Beardslee	252691	Services through 11/30/12	12/12/12	\$137.75
Odyssey Landscape Co, Inc.	36038171	Monthly Contract (Z35,57,61)	12/20/12	\$2,725.00
Office Depot	635744541001	Office Supplies	12/10/12	\$13.01
Office Depot	638475805001	Office Supplies	12/28/12	\$15.96
Town of Discovery Bay	9-900-000-004-3.01	Water Bill for 10/16/12-11/15/12	11/15/12	\$146.13
Town of Discovery Bay	9-900-000-004-3.02	Water Bill for 10/16/12-11/15/12	11/15/12	\$10.93
U.S. Bank Corporate Payment System	4246044555703473/121	Tools & Sundry Equipment, Gator Windshield	12/26/12	\$582.76
U.S. Bank Corporate Payment System	4246044555703473/121	Travel Employee Expense	12/26/12	\$59.50
U.S. Bank Corporate Payment System	4246044555703473/121	Memberships	12/26/12	\$85.00
U.S. Bank Corporate Payment System	4246044555703473/121	Telephone-General	12/26/12	\$42.58
U.S. Bank Corporate Payment System	4246044555703473/121	Vehicle & Equipment Fuel	12/26/12	\$239.70
U.S. Bank Corporate Payment System	4246044555703473/121	Maintenance of Equipment	12/26/12	\$168.19
U.S. Bank Corporate Payment System	4246044555703473/121	Misc Small Tools	12/26/12	\$246.72
U.S. Bank Corporate Payment System	4246044555703473/121	Special Expense, Vendor Appreciation	12/26/12	\$293.28
Verizon Wireless	1150386303	Cell Phone Charge 11/27/12-12/26/12	12/26/12	\$68.61
			Total	\$4,880.12



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 23, 2013

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Discovery Bay Community Center Funding Authorization

Recommended Action

Approve the issuance of a warrant in the amount of \$200,000.00 payable to Old Republic Title Company from the Town of Discovery Bay Revolving Bank Account

Executive Summary

On November 7, 2012, the Board of Directors approved Resolution No. 2012-29 authorizing the issuance of warrants that exceed \$100,000.00. However, disbursements of \$100,000.00 or more require separate Board authorization.

At the January 2, 2013 Board meeting, the Board approved the allocation of funds necessary to complete the purchase of the Discovery Bay Athletic Club. The purchase price is \$810,000.00. The property is scheduled to close escrow in mid-February, 2013.

The Board reviewed the various options at the January 2, 2013 meeting and recommended that the purchase price of \$810,000.00 be allocated by using \$200,000.00 from the Town's Water and Wastewater Fund, \$400,000.00 from Measure WW Grant Funds and \$210,000.00 from the Zone 8 Fund balance (Zone 8 will fund the WW portion until such time as the East Bay Regional Parks District funds the application, which is anticipated in late spring, 2013).

At the present time, approximately \$530,000.00 is held at our local banking partner, ECC Bank. Staff recommended and the Board authorized \$200,000.00 to be distributed from this account to facilitate the purchase of the 7+/- acre parcel known as the Discovery Bay Athletic Club.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

November 7, 2012 Board Approval of Resolution No. 2012-29
January 2, 2013 allocation of funds associated with the purchase of the Discovery Bay Athletic Club property

Attachments

AGENDA ITEM: E-3



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 23, 2013

Prepared By: Fairin Perez, Parks & Landscape Manager
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Adoption of Ordinance No. 22 – An Ordinance of the Board of Directors of the Town of Discovery Bay adopting Rules & Regulations Governing Parks

Recommended Action

Adopt Ordinance No. 22 adopting Rules & Regulations Governing Parks

Executive Summary

On April 20, 2011, the Town of Discovery Bay Community Services District Board of Directors approved and adopted a set of Park Rules and Regulations which applied to District owned and maintained parks. These rules and regulations defined procedures for reservations and identified permitted and prohibited uses with the parks. The prohibited uses have never been adopted into Ordinance form. Without adoption of an Ordinance, the Park Rules & Regulations are not enforceable.

Staff introduced the DRAFT Ordinance during the January 2, 2013 regular Board meeting. A summary of the Ordinance was noticed in the Contra Costa Times on January 16, 2013. Rules and regulations adopted within this Ordinance would apply only to parks, as defined therein, owned and maintained by the Town of Discovery Bay; enforceability of Ordinance would occur 30 days after adoption.

Once the Ordinance becomes enforceable, new park signs listing Ordinance rules would need to be posted at all park entrances. The estimated cost to install the new signage is not anticipated to exceed \$750.00.

Fiscal Impact:

Amount Requested \$750.00 Sufficient Budgeted Funds Available?: Yes
Proj/Fund # Zone # 8 & 9 Category: Operating - Code 2282

Previous Relevant Board Actions for This Item

Introduction of Ordinance 22 and direction to publish summary - January 2, 2013
April 20, 2011 - Approval & Adoption of:
Town of Discovery Bay CSD Park Reservation & Use Permit Application, dated 04.13.11
Town of Discovery Bay CSD Park Reservation & Rental Fee Schedule, dated 04.13.11
Town of Discovery Bay CSD Park Usage & Rental Policy, dated 04.13.11
Town of Discovery Bay CSD Park Rules & Regulations, dated 04.13.11

Attachments

Ordinance 22 – An Ordinance of the Board of Directors of the Town of Discovery Bay CSD Adopting Rules and Regulations Governing Parks

AGENDA ITEM: F-1



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 22**

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
ADOPTING RULES AND REGULATIONS GOVERNING PARKS**

Be it ordained by the Board of Directors of the Town of Discovery Bay as follows:

SECTION 1. The following definitions shall apply for this ordinance:

- a) "Park" means and includes all parks, riding and hiking trails, recreation areas, community centers, and any other property managed, controlled or owned, in whole or in part, by the Town of Discovery Bay, including structures thereon used, operated, or maintained for recreational purposes whether passive or active.
- b) "General Manager" means the General Manager of the Town of Discovery Bay or his or her designee.

SECTION 2. It is unlawful for any person to enter, remain, or loiter within the limits of any park managed, controlled, or owned by the Town of Discovery Bay, between one-half (½) hour after sunset to one-half (½) hour before sunrise the next day. This provision shall not apply to the entry upon park property in the course of duty of any peace officer or other duly authorized public employee.

SECTION 3. The following provisions shall apply to the use of motor vehicles within parks:

- 1) A person shall not operate motor bikes, motorcycles or other motor vehicles in any park except upon paved or improved roadways provided for that purpose or upon such paths or trails as designated by the General Manager.
- 2) A person shall not operate, drive or ride a motor vehicle of any kind on a park road at a speed in excess of fifteen (15) miles per hour, unless a different speed limit has been designated and posted.
- 3) No person shall stop or park a motor vehicle, trailer, motorcycle, trail bike, motor scooter, go-cart or other motor-driven wheeled conveyance, any place in a park except in areas designated for parking. When parking spaces are designated by lines, it is unlawful for the operator of any vehicle to stop, stand or park said vehicle other than in a regularly designated parking space, across any such line, or in such position that such vehicle shall not be entirely within the area so designated as a parking space. Nor shall any person park any vehicle in a manner that obstructs the free movement of other vehicles, nor shall any vehicle be parked in a manner which obstructs any gate, sidewalk, pedestrian crosswalk, or pedestrian walk-through. No person shall allow any such vehicle to remain within the boundaries of a park during the hours the park is closed except by permit from the General Manager. Any person driving any motor vehicle shall enter or exit a park at provided entry roads, paths or gates.
- 4) No person shall engage in the washing, cleaning, polishing, repairing, renovating, changing of fluids or painting of any motor vehicle, trailer or other wheeled conveyance or bicycle within a park.
- 5) This provision shall not apply to authorized emergency vehicles or other duly authorized maintenance vehicles.

SECTION 4. The following provisions shall apply to animals within a park:

- 1) A person shall not bring into a park any animal other than dogs or cats except as hereafter specifically provided or as otherwise permitted by the General Manager.
- 2) A person may bring and maintain in any park up to a total of two (2) dogs and/or cats, excluding "service dogs", if such dog or cat is kept on a leash or chain not to exceed six (6) feet in length and under immediate control of its owner or custodian.
- 3) Each person in control of a dog or cat shall promptly remove and dispose of, in a sanitary manner, excrement left by such dog or cat. Each person in control of a dog or cat shall be in possession of materials to remove excrement left by such dog or cat.

SECTION 5. Smoking is prohibited in parks. No person shall use in any park tobacco products of any kind, including, but not limited to, chewing tobacco, cigars and cigarettes.

SECTION 6. The consumption of alcoholic beverages is prohibited in parks. No person shall consume in any park any intoxicating liquor or dilutions of mixtures containing such intoxicating liquor.

SECTION 7. All parks are designated as drug-free zones pursuant to and within the meaning of Health and Safety Code Section 11380.5.

SECTION 8. The following provisions shall apply to noise and amplification of sound within a park:

- 1) Excessive noise is prohibited in parks. No person shall willfully make or cause to be made or continued any disturbing, excessive or unnecessary noise which disturbs the peace or quiet of persons present in the park or any neighborhood or which causes discomfort or annoyance to any reasonable person of normal sensitivities.
- 2) Any person who wishes to electronically amplify sound during normal park hours must first obtain written permission from the General Manager. This prohibition shall not include the use of small portable radios as long as such radios are operated at such a volume as not to disturb other persons present in the park.
- 3) The prohibitions of this provision shall not apply to the use of any amplified sound by any peace officer or employee of the Town of Discovery Bay while engaged in the performance of his or her duties.

SECTION 9. A person shall not throw, leave, place, deposit or dispose of any garbage, refuse, waste paper, bottles or cans in any place in a park other than into a garbage can or other receptacle maintained therein for that purpose. Nor shall any person place any household garbage in any trash receptacle within a park.

SECTION 10. The following provisions shall apply to conduct within a park:

- 1) No person shall possess, discharge, or shoot any firearm, bow and arrow, slingshot, airgun, fireworks, or other devices potentially harmful to park visitors. The prohibition against firearms does not apply to a peace officer or a security guard engaged in the performance of his or her duties.
- 2) No person shall start or maintain fires in parks other than in "on-site" barbeque pits or personal portable barbeques within designated picnic areas. No person shall fail to extinguish live coals or fires before leaving the picnic area.
- 3) No person shall enter or trespass in any area, building or facility which is fenced and locked or enclosed and locked or is posted with a "No Trespassing" sign.
- 4) No person shall remove, cut, break, injure, disturb or deface in any way buildings, equipment, grounds or other facilities of any park.
- 5) No person shall cut or remove any wood, turf, rock, tree, flower, shrub, sand or gravel from any park.

SECTION 11. A person shall not enter, be or remain in any park unless he or she complies with all of the regulations set forth herein and with all other applicable laws, ordinances, rules and regulations.

Any violation of this ordinance is punishable as an infraction by a fine of \$250.00. Each person is guilty of a separate offense for each and every day of which any violation of any provision of this ordinance is committed and is punishable accordingly.

PASSED AND ADOPTED this 23rd day of January 2013 by the following vote:

Ray Tetreault
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on January 23, 2013 by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 23, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Introduction of DRAFT Ordinance No. 23 – An Ordinance of the Board of Directors of the Town of Discovery Bay adopting the establishment of compensation for the Board of Directors

Recommended Action

Waive First Reading and Set Date for Adoption of Ordinance No. 23 of the Board of Directors of the Town of Discovery Bay establishing compensation for the Board of Directors and Designate the District's Legal Counsel to prepare a summary of the Ordinance for publication.

Executive Summary

At the December 5, 2012 Regular meeting of the Board of Directors, the Board directed staff to provide additional information regarding a possible adjustment to Board's stipend limits pursuant to Government Code §61047(a). At the January 2, 2013 Regular Meeting of the Board, the Board voted to proceed with an Ordinance adjusting compensation in accordance with Government Code §61047 and Chapter 2 commencing with Section 20200 of Division 10 of the Water Code.

The proposed adjustment increases compensation \$15.00, to \$115.00 per day of service, and that no member shall receive compensation for more than six days of service in a month. A "day of service" is defined in Government Code §61047(e).

The adoption of the Ordinance shall take place on February, 6, 2013 and it will become effective thirty days after the date of adoption.

Fiscal Impact:

Amount Requested \$N/A

Sufficient Budgeted Funds Available?: YES (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. XX Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

December 5, 2012 and January 2, 2013

Attachments

DRAFT Ordinance No. 23

AGENDA ITEM: F-2



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 23**

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
ESTABLISHING COMPENSATION FOR THE BOARD OF DIRECTORS**

Be it ordained by the Board of Directors of the Town of Discovery Bay, A California Community Services District, as follows:

SECTION 1. The Board of Directors ("Board") of the Town of Discovery Bay (TODB) finds and declares that California Water Code §20200 and California Government Code §61047 provide that each director may be compensated for attendance at meetings and attendance at other activities for the District.

SECTION 2. The Board further finds and declares that maximum compensation for the members of the Board is provided for in the District Bylaws.

SECTION 3. The Board of Directors does hereby establish said compensation to be as follows:

1. One Hundred-Fifteen dollars (\$115.00) per District meeting, not exceeding six meetings per month; plus
2. One Hundred-Fifteen dollars (\$115.00) per day of service for performing duties for the TODB other than attending District meetings.
3. Board Members shall be limited to a maximum of Six Hundred-Ninety Dollars (\$690.00) per month in total compensation for District meetings attended and performing duties for the District under subsections 1 and 2.

SECTION 4. Ordinance No. 2 is hereby repealed.

PASSED AND ADOPTED this 6th day of February 2013 by the following vote:

Ray Tetreault
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on February 6, 2013 by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



MONTHLY OPERATIONS REPORT

December 2012

Town of Discovery Bay, CA

1221 Days of Safe Operations

52749 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
Protect You Hearing Haz Mat Awareness Winter Driving	2.0
Operation	
New Wasting Actuator Valves	1.0

WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical Usage/Delivered	Fire Hydrant Flushing
5	51.5	820	0

Note: Well 4 in lead and Well 5 in lag to offset specific conductivity

Bacteriological Test Results:

Routine Bacteria Samp Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls
16	0	0	0

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>November Lab Data</i>	<i>December Lab Data</i>
Flow, MG Effluent, monthly total		37.6	44.4
Flow, MG Daily Discharge Flow, avg.	2.1	1.30	1.43
Effluent BOD ₅ , lbs/d, monthly avg.	350	17	21
Effluent TSS, lbs/d, monthly avg.	525	41	51
Effluent BOD ₅ , mg/L, monthly avg.	20	2	2
Effluent TSS, mg/L, monthly avg.	30	4	4
Total Coli form 7 day Median Max	23	7	7
Total Coli form Daily Maximum	240	13	17
% Removal BOD ₅ , monthly avg.	85% min.	99	99
% Removal, TSS, monthly avg.	85% min.	98	98
Electrical Conductivity, umhos/cm annual avg.	2100	2132(YTD)	2105(YTD)

Red – new parameter added

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Received (MG)
15	0	19.3	0	44.8

COLLECTION:

- Flushed **806 ft** of sanitary sewer. YTD **21,856 ft. 33%** completed
- CCTV **21,856 ft. 33%** completed
- Inspected **4** manhole & covers. YTD **64**
- Cleaned out L/S “S”
- Cleaned out L/S “F”

MAINTENANCE

Wastewater

- Installed new level control in V 4 L/S
- De-ragged RAS pump 4 Plant #1
- Inspected bearings on Rotor #3 & #4 at Plant 2 (need replacing)
- Greased old belt press
- Trouble shoot scum arm Clarifier # 3 Plant 2. (burnt wires)
- Installed new pump sump in rotor #2 pit.
- Troubleshoot L/S “A”

Water

- Filters at WLWTP inspected & evaluated
- Repaired air leak at NPWTP on filter “B”
- Replaced batteries on PLC at NPWTP

Preventive and Corrective

Total # of WO’s Completed	Total Hours
234	128

Call & Emergency Responses

Call Outs	Emergencies
10	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1886	87

TERM

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLIOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
BOD	BIOLOGICAL OXYEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS DAY
mg/L	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PART PER MILLION
RAS	RETUEN ACTIVITIED SLUDGE
WAS	WATSE ACTIVITIED SLUDGE



No Back Up
Documentation For
Agenda Item # H



No Back Up
Documentation For
Agenda Item # I



No Back Up
Documentation For
Agenda Item # J



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 23, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Adoption of Resolution No. 2013-02 Establishing a Community Center Advisory Committee and Appoint at-large Committee Members

Recommended Action

1) Adopt Resolution No. 2013-02 Establishing a Community Center Advisory Committee; 2) Reaffirm Appointment of Mr. Jim Mattison to the Committee, and 3) appoint Two at-large public Committee members to the Advisory Committee

Executive Summary

The Town of Discovery Bay is on schedule to acquire a 7+/- acre portion of the Discovery Bay Athletic Club. It is anticipated that escrow will close in mid-February, 2013.

At the Regular Board of Directors meeting on November 21, 2012, the Board voted to establish a Community Center Advisory Committee consisting of two Board Members and three public, at-large members. At that meeting, former Board Member Jim Mattison was appointed as one of the three Public Members to serve on the committee. Consequently, there are two remaining appointments that still need to be made. Director's Graves and Steele were appointed to the Community Center Subcommittee on January 2, 2013 and consequently serve on the Community Center Advisory Committee.

Staff distributed a press release and invited members of the community to apply for the committee. There has been significant interest from the public and a number of residents have submitted applications to be on the committee. The Community Center Subcommittee has reviewed the applicants and will make their recommendations at tonight's meeting.

The Community Center Advisory Committee will assist the Board of Directors with the feasibility, planning, programming, and ongoing operations of the Discovery Bay Community Center. Residents who possess skill sets in project planning, economic feasibility, construction, construction management and those who are interested in the future development of a Community Center in Discovery Bay were encouraged to submit a letter of interest.

Fiscal Impact:

Amount Requested \$ N/A
Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)
Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

November 21, 2012 Board Meeting establishing Community Center Advisory Committee.

Attachments

Applications of interest
Resolution No. 2013-02

AGENDA ITEM: K-1

Rick Howard

From: Sandy Strobel [REDACTED]
Sent: Wednesday, December 12, 2012 12:44 PM
To: rhoward@todb.ca.gov
Subject: Community Center

Good Afternoon, Rick~

It was nice chatting with you at the Chamber Mixer last night.

As I stated, I am interested in assisting with the Community Center as a representative from the public. I have been helping raise funds (just as a consumer - not as a chairperson) for the community center, since I bought my first home here in 1994. I am so excited to see this vision nearing a reality.

I am a local Realtor with Sasville Properties in the Discovery Bay Shopping Center, a mother of 3 (ages 11, 14 and 15) and a homeowner in Discovery Bay. In my previous career, I was a Construction Manager so I am very familiar with reading drawings & red lining with revisions for Architects and/or Engineers. I also have a good grasp on construction costs, etc. I have a true passion for our youth, seniors and all members of our community and feel I would be a good addition to your team.

In the interest of full disclosure - because I am a Realtor  - I will be moving to Knightsen at the end of this year. I will still be a homeowner and pay taxes in Discovery Bay as I will be leasing out my current residence. And, of course, I will continue working & playing in Discovery Bay.

Thank you for your consideration. Feel free to call me if you have any questions. You will find that I almost always answer my phone & return messages promptly.

Best Regards,

Sandy Strobel, Realtor
"Your best interest at heart"

To search the MLS for 1000's of ACTIVE properties, go to <http://www.sandystrobel.com/>.
"Like" us on Facebook - **The Discovery Bay Real Estate Team**

SASVILLE PROPERTIES

"2011 Business of the Year"

1555 Riverlake Road, Suite M, Discovery Bay CA 94505

Women's Council of Realtors - Delta Chapter

VP of Membership 2011

Realtor Member of the Year 2009

Delta Association of Realtors

Bylaws Committee 2009 and 2010

DEC 27 2012

CSD President Chris Steele
Community Center Committee

Please consider this as my letter of interest with attached statement of qualifications (resume), for consideration as a member of the Discovery Bay Center Committee for 2013.

I retired to Discovery Bay in 2011, after thirty two years in nursing home administration, as such, I wrote and received 250,000 in grants, and was responsible for the total operation of nursing homes, from budget, compliance, renovations (working with contractors and architects), people skills, employee relations and most important interaction with seniors, as well as numerous board positions both professional and non-profit as well as serving as a housing commissioner in Knox County Ill.

One of my goals following retirement was to have involvement in meaningful volunteer opportunities, especially as it relates to seniors and community. A disappointment in Discovery Bay was the lack of community programs, with a focus on seniors. My history touches the various areas you note in the article published in the Discovery Bay Press. My desire is to not only serve on the committee in the grassroots beginning, but to also move forward with the 501C-3 status for a Senior Citizens Club, and all the benefits it can bring to the community.

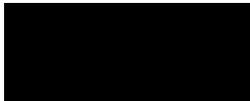
What can I bring to the committee and the community?

- 32 years of health care professional experience (see resume)
- Successful grant writing
- Paul Harris Rotarian, with awards
- Member Discovery Bay Lions Club
- President and Founding Member BARK (Bay Area Rescued Kanines of Contra Costa Cty)
- Board History
- Appointed Housing Authority Commissioner Knox County (retired)
- County government service, training in county service University of Illinois Springfield
- Retired, thus able to commit hours needed

References both local and professional upon request

Thank you in advance for any consideration of an appointment. Years ago I won the silent Rotarian award, I know how to listen first, and do not have to be at the front of the pack.. but in retrospect I know how to be effective and proactive.

Marianne Wiesen



Marianne B. Wiesen

Discovery Bay Ca 94505

Long Term Care Facility Administrator

PERSONAL STATEMENT

The attached copy of my resume covers thirty years of professional experience in management, with specific experience in managing long term care facilities.

EDUCATION

George Washington University:
(Major Course of Study) Health Care Administration

Tufts University:
Management Care

Southern Illinois University:
Gerontology Program

University of Chicago:
Aids Management

University of Colorado School of Dentistry:
Dental Health Care in Nursing Homes

Saint Louis University Medical Center:
Financial Management

Sangamon University:
Ethical Dilemmas and Legal Issues
Team Problem Solving

Lakeland College:
Aids Residents in Long Term Care

RELEVANT EXPERTISE

- Licensed Nursing Home Administrator
 - Active: Illinois; Kansas
 - Inactive: Missouri; Georgia
- American College of Health Care Administrator Certifications:
 - Nursing Home Administrator
 - Subacute Administrator

EMPLOYMENT HISTORY

- 01/05 – 5/10
Knox County Nursing Home Administrator
Knoxville, Illinois
- Responsibilities include overseeing day-to-day operations, including monthly reviews of staff, walking rounds, creating policies and procedures for resident care, writing grants, and communicating with local and state healthcare organizations.
- Accomplished financial turn-around within the first year of employment.
 - Completed multiple renovations and additions to surroundings.
 - Awarded several grants from the Illinois Dept. of Public Health for Innovative Care Ideas
- 11/99 – 2004
Delmar Gardens of Lenexa Administrator
Lenexa, Kansas
- I was hired by this company to assume administration of this 250-bed facility with multiple problems.
- Eliminated agency-use and improved community image of the home.
 - Brought about positive cash flow and increase in occupancy.
- 01/96 – 10/99
Mariner Health of Olathe Administrator
Olathe, Kansas
- This newly acquired facility was in need of an administrator to get it off the ground and functioning at peak efficiency.
- Increased revenue, census, and resident quality of life
 - Engaged in marketing campaign to bolder image among peers.
 - Increased bed capacity while maintaining 98% occupancy.
 - Upon sale of above facility transferred to a Mariner facility in Buckhead Ga., in need of family trust as well as numerous concerns, assisted in writing of policies and procedures at corporate headquarters in Georgia.
- 08/94 – 01/96
Oakwood Manor Administrator
Kansas City, Missouri
- My duties at this facility centered on correcting the many deficiencies in this 180-bed facility.
- Achieved a deficiency-free status by December, 1995.
 - Increased resident census by 30%.
- 05/90 – 08/94
Monroe County Nursing Home Administrator
Waterloo, Illinois
- I was hired by the County Commissioners and Advisory Board to return this overstaffed and agency-using home to a stable status.
- Opened 43-bed Alzheimer's closed care unit.

- Brought \$500,000 projected deficit into surplus within 15 months.
- Wrote grants and solicited donations resulting in a bird aviary and botanical garden, among other improvements.

Springwood Associates Administrator
Springfield, Illinois

04/89 – 05/90

Responsibilities at this facility included overseeing management, operations, and marketing.

- Positive cash flow and full census achieved within six months.
- Promoted to regional director of three homes.

Northeastern Dental Associates Practice Administrator
Schenectady, New York.

04/79 – 04/89

This position required management of a large group dental practice.

- Successfully performed administrative duties for a relatively long period of time in the same facility.

Grange Nursing Home Administrator Mascoutah,
Illinois

03/78 – 04/79

Responsibilities included general management of this 54-bed, non-profit home.

- Successfully completed a business revival that reversed the home's failing trend.

**MEMBERSHIPS &
AFFILIATIONS**

- American College of Nursing Home Administrators: Certified LTC & Subacute
- Board Member Illinois Nursing Home Administrators Association
- Past member Missouri Nursing Home Administrators Association
- Alzheimer Association
- Past Board Member, Illinois Ass. Of Homes for the Aging
- Past President, Mohawk Mall Merchants Assoc.
- Past Board Member, Belleville Area College Senior Companion Program
- Past Board Member, Diocese of Belleville Ministry to the Sick and Aged
- Past President, Columbia Parent Teacher Association
- Past Member, Columbia and Waterloo Chamber of Commerce
- Past Member Kansas Nursing Home Administrators Association
- Kansas Health Care Association, Legislative & Government Affairs Committee

- Past Member Georgia Nursing Home Association Member
- Member AARP & OWL
- President/ Secretary of Executive Board of Brown & Gold Club of JCCC
- Rotarian- Paul Harris Recipient

- Senior Leadership of Johnson County
- Leadership Greater Galesburg 2008
- Morning Rotary-Galesburg
- Member Illinois Health Care Association
- Board Member/Treasurer Stone Hayes Center for Independent Living
- Board Member Illinois Nursing Home Administrators Association
- Board Member/Secretary County Nursing Home Association?
- Commissioner on the Knox County Housing Authority
- Board Member Secretary/Treasurer Galesburg Business Association

Consulting Relationships:

- Dr. David Wheeler, Belleville, Illinois
- Mike Bridges, Friendship Manor, Nashville, Illinois

REFERENCES

References available on request.

DEC 27 2012

Bob Abbadie

Discovery Bay, CA 94505

December 27, 2012

To General Manager and the Board of Directors of the Town of Discovery Bay, CSD,

I would like to submit my name for a seat on the Community Center Committee. I feel that my experience as a staff member for the Town of Discovery Bay and as a member of multiple community clubs, organizations and committee's has given me the experience to offer to the Town of Discovery Bay as a volunteer for the Community Center Committee.

I have been Discovery Bay resident for Eighteen (18) years and in that time I have become involved in most every aspect of the Community Service District's development, organizations and events. As a member of the Discovery Bay Lions club for Sixteen (16) years, and serving as President for three (3) of those years, I helped organize multiple events such as the annual Crab Feed, Chili Feed and the Tree Lighting Ceremony. I served as community outreach liaison and delivered dictionaries to all the third grade classes in Discovery Bay, as well as started a community Water Safety Program that teaches grade school kids about water safety.

During my time as a resident of Discovery Bay I was the past trustee with the Reclamation 800 District and sat on the Executive Board for the Center of Visually Impaired as well as held a seat as Chairman of the M-8 Landscaping Committee. Currently I am Chairman of the Prop. 39 Citizens Oversight Committee for the Byron Union School District.

I have worked in construction as a Carpenter and General Building Contractor before taking on my role as Parks and Maintenance worker for the Town of Discovery Bay. During this time I learned and taught many aspects of the construction industry which I think would be a benefit to the Community Center Committee.

In the past, I served on this Committee for over ten (10) years and was an asset in the designing of the original Community Center building along with other fellow committee members. It would be a great honor for me to serve my community and once again become a member of the Community Center Committee as we move forward into the future.

Thank you for your consideration,



Bob Abbadie

DEC 28 2012

December 28, 2012

Rick Howard, General Manager
Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, CA 94505

Subject: Community Center Committee

Dear Mr. Howard,

I am applying to be on the Community Center Committee. I believe my experiences as a citizen of Discovery Bay for the past 32 years and my job experience would be an asset in that position.

We moved to Discovery Bay in 1980 and raised two sons here. I was President of the Byron PTA when there was one PTA for the district. Both of our sons were active in Scouts so I was a Den Leader and on the parent committee. When our second son was ready for Boy Scouts, my husband and I helped form the Boy Scout Troop for Discovery Bay so our members wouldn't have to go to Brentwood. I was in charge of the parent committee for that. Our boys also played soccer so I was involved with their teams making the banners, etc.

My husband and I have also been members of the Discovery Bay Lions for the past two years. We attend most of the meetings and have helped at the concerts. I am going to be Secretary of the Lions Club starting in July 2013. We are also members of the Discovery Bay Yacht Club where we enjoy their Friday dances and small boat cruises.

Starting in 1980, I was the Branch Librarian for the Brentwood Library. Part of my job was planning activities for all age levels. I was always involved in our Friends of the Brentwood Library activities such as a fashion show, table-setting contests, quilt show, etc. I am still secretary of the Friends and for the last two years I decorated a Christmas tree representing them for the Brentwood Festival of Trees. In my position as Branch Librarian, I was on the committee for the Brentwood Community Center where I was involved in fundraisers.

In 1994, I started working at Liberty High School as their librarian. I was there for eleven years, and when Heritage opened in 2005 I started their library and was there for five years. Besides organizing activities for the library such as a book club and movie nights, I was advisor to three clubs. One of those clubs, the Interact Club,

is associated with the Brentwood Rotary Club. Together we went to Mexico four times to build houses and to New Orleans to help after Katrina.

In 2010, I retired from the Liberty Union High School District. During the 16 years I had been there, I also substituted as a librarian for the Contra Costa Library System. Now I spend more time substituting in East County. This includes working every Thursday at the Byron Boys Ranch library.

I recently finished my position as President of the California School Library Association. That took a lot of my time so I am looking forward to having more time to spend on activities in my community. Ever since we moved here I have been interested in having a community center. We have often asked Virgil Koehne how the process is going, and we are so glad that it will finally be a reality. I think my experience as a leader in different groups and organizing activities would be an asset for our Community Center. I hope you will consider me to be a member of the Discovery Bay Community Center Committee.

Sincerely,



Diane Alexander



DEC 28 2012

Michael W. McCleery

Discovery Bay, CA 94505

December 27, 2012

Mr. Rick Howard, General Manager
Town of Discovery Bay CSD
1800 Willow Lake Road
Discovery Bay, CA 94505

Subject: Letter of Interest for the Community Center Committee

Dear Mr. Howard:

I would like to express my interest in participating on the Town of Discovery Bay Community Center Committee. It would great to see a Community Center finally come to fruition here in Discovery Bay. I enjoyed participating on the first CSD Budget Committee, and would like to continue to give back to the community.

Since I have not yet participated on the Community Center Committee, I don't have their foresight, but there are a couple of thoughts I have when envisioning a Community Center: 1) Discovery Bay could use a new athletic club included in the design to replace the existing aging one. Many of us residents of Discovery Bay travel eight miles to a nicer club in Brentwood rather than use the aging one here in Discovery Bay. 2) In the interest of the taxpayers of Discovery Bay we should strive to create a Community Center that functions on as close to a breakeven basis as possible. I believe these two are mutually beneficial. Monthly athletic dues would go a long way to achieve a self sufficient Community Center. While it probably doesn't make sense to have the CSD in the business of running an athletic club, it would certainly make sense to lease a portion of the Community Center to an experienced outside party.

Attached is a Statement of my Qualifications for the position of Community Center Committee member. Thank you for your consideration.

Michael W. McCleery

Michael W. McCleery

cc: Statement of Qualifications

STATEMENT OF QUALIFICATIONS

TOWN OF DISCOVERY BAY COMMUNITY CENTER COMMITTEE

MICHAEL MCCLEERY

- ✓ 35 years business experience in financial operations and feasibility analysis.
 - Controller at Space Systems / Loral, responsible for corporate finance (budgeting and SEC reporting), accounting, internal audit, capitalization and depreciation, and payroll.
 - Analysis of capital projects – projecting cash flow and return on investment.
 - MBA degree, Bachelor of Science degree in Physics.

- ✓ Completed 4th year design study in architecture at the University of Utah.
 - Remodeled our home in Sunnyvale and designed and managed construction of our home in Discovery Bay.
 - Design and Environment Review Committee member of the Discovery Bay Property Owners Association.

- ✓ Presently retired with the time to dedicate to the Community Center Committee.
 - Interested in maintaining and improving our community.
 - Save the Delta Steering Committee member.
 - DERC member as noted above.
 - Volunteer auditor with the Discovery Bay Mens Golf Club.

Calista Anderson

From: Rick Howard <rhoward@todb.ca.gov>
Sent: Wednesday, January 09, 2013 8:59 AM
To: 'Calista Anderson'
Subject: FW: Community Center Committee

TownOfDiscoveryBay CSD
Received
JAN 09 2013

Thank You,

Rick Howard
Town of Discovery Bay
A Community Services District
Direct 925 -308-9042
(O) 925-634-1131
(C) 925-784-5351
www.todb.ca.gov

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-----Original Message-----

From: Andrew Zwemer [REDACTED]
Sent: Wednesday, January 09, 2013 8:58 AM
To: Rick Howard
Subject: Community Center Committee

I would like to apply for a position on the Community Center Committee. As you know, I have been involved with the land purchase, and am interested in the town's development of a Community Center.

I have lived in Discovery Bay for 14 years, and love this community. I have a degree in Mechanical Engineering from the University of Missouri. Prior to retirement, I worked for the Clorox Company, managing manufacturing, engineering, health and safety, environmental services, and real estate.

During my tenure in this position, I managed the conceptual design, engineering and construction of company engineers and construction managers in the construction of 7 manufacturing and office facilities in the U.S. and other countries.

Under my jurisdiction were as many as 800 professional and production workers

My greatest strength is the ability to work with both technical and non-technical personnel to achieve the best and most efficient strategic outcome. I believe the current location and plans for the community center will be a tremendous asset for our community.

Please consider me for this committee even though my time will be some what limited in January and Febuary, however, after that I will be available.

With Best Regards, Andy Zwemer

JAN 10 2013

January 10, 2013

Mr. Rick Howard
General Manager
Town of Discovery Bay

Dear Mr. Howard,

I am writing this letter to volunteer my services to participate on the Committee for the proposed Discovery Bay Community Center.

My wife - Susan - and I moved to Discovery Bay in year 2000 from San Jose, and like most everyone have witnessed some significant changes in our community over the years. While Discovery Bay was once considered 'party city' for the East Bay, it has evolved into a much more stable and peaceful town that needs to begin focusing on community infrastructure.

In reading the available information about the proposal for the new Community Center I am intrigued with the idea that the residents will have availability for a place where true community wide events can be held. With the diverse population of our residents in mind, a center that can cater to our youth, families and elders alike is badly needed.

Our youth in particular need a place where they can safely gather, and participate in group activities as an alternative to being on the streets. The seniors in our community would clearly benefit from a center where they can gather with their peers, and I envision opportunities where invited specialists can present short lifestyle enhancement seminars or courses for the benefit of all.

My wife who has worked at the DB Health Club for years, and has been named "Best Personal Trainer of Discovery Bay" numerous times has some ideas whereby the facility could offer a smaller, more focused health center where special classes could be conducted on

nutrition, exercise and general fitness that would greatly benefit our youth and elderly citizens.

In conclusion, I am confident that if selected to participate in this project I will be able to help the community to realize this need. In addition, because we now live in Lakeshore I could certainly help to promote the project among our residents on this side of Discovery Bay.

I look forward to hearing back from you regarding this matter.

Sincerely,

Paul A Emmett

[REDACTED]

Discovery Bay, CA 94505

[REDACTED]

Calista Anderson

From: Rick Howard <rhoward@todb.ca.gov>
Sent: Thursday, January 10, 2013 4:49 PM
To: 'Calista Anderson'
Subject: FW: Community Center Committee
Attachments: ROXANNE DUCHENEY - Experience 1 13 13 Revised.pdf; Jobs Completed Resume - Roxanne Updated.pdf

TownOfDiscoveryBay CSD
Received
JAN 10 2013

Thank You,

Rick Howard
Town of Discovery Bay
A Community Services District
Direct 925 -308-9042
(O) 925-634-1131
(C) 925-784-5351
www.todb.ca.gov

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From: Roxanne DuCheney [REDACTED]
Sent: Thursday, January 10, 2013 4:42 PM
To: rhoward@todb.ca.gov
Subject: Community Center Committee

Dear Rick:

I am sending this email, to express my interest in the "Community Center Committee" the Town is comprising. Being a local General Contractor with 30 years experience, I would like to utilize my skills towards this committee, in the commencement and positive direction for the community center. With my enthusiasm about having a community center, I would be a great fit for this committee.

I have attached my Resume and my qualifications of projects completed for your review and consideration. Please keep in touch

Thank You,
Roxanne DuCheney
DuCheney Construction, Inc.

[REDACTED]

ROXANNE DUCHENEY -

1/10/2013

██████████
Discovery Bay, CA 94514
██████████

Experience

Roxanne DuCheney has 30 years experience in commercial-industrial construction. Working directly with clients on ground up, tenant improvements, specialization in customer service, value engineering, and quality fast-track projects. Such familiar projects completed; Safeway Discovery Bay, 40 million dollar medical office campus in Livermore, including Lifestyle Rx Community Fitness Center, Total Performance Fitness in Tracy, and multiple ground up custom homes in Discovery Bay. I am experienced with land development, lot line adjustments, infrastructure requirements to the site, entitlement, design, and budgeting.

Qualifications:

Based on the attached list of projects completed, I believe I am qualified to work with the committee on the future Community Center Project. With the experience listed above I am confident that I can be beneficial to the committee

Employment

Roxanne DuCheney is currently a self employed partner with DuCheney Construction, Inc, and has refined and developed an excellent approach in dealing with the various governmental agencies in achieving timely and beneficial responses and performances, while working on the Commercial Division of the company.

Asset to Community Center

Roxanne DuCheney being a local General Contractor, has excellent management skills while running multiple projects. I would be an asset to the "Community Center Committee" with my organizational skills, keeping the project moving ahead, while being a team player with the Committee. My experience in all facets of this project, and my enthusiasm for the Community Center, would all be an asset.

DUCHENY CONSTRUCTION, INC.

SIGNIFICANT PROJECTS COMPLETED

Roxanne DuCheney - Resume

PROJECT NAME:	LOCATION:	SIZE/VALUE
Brunello Cucinelli Tenant Improvement	Livermore Outlets	1,900 s.f. \$ 280,000
Total Performance Gym Tenant Improvement	Tracy	4375 s.f. \$ 300,000
Furniture Gallery -- Retail Store New ground up Commercial Project	Brentwood	10,010 s.f. \$ 1,200,000
Auto Stores Dublin Hyundai Store	Dublin	3,800 s.f. \$ 1,600,000
Snelling Tenant Improvement	Tracy	1,800 s.f. \$ 140,000
Livermore Subaru	Livermore	9,800 s.f. \$ 1,560,108
Safeway Discovery Bay Ground Up & Remodel	Discovery Bay	55,225 s.f. \$ 4,200,000 \$ 2,100,000
Safeway Dublin Remodel	Dublin	55,300 s.f. \$ 1,685,266
Safeway Livermore Remodel	Livermore	62,322 s.f. \$ 2,656,193.
Toyota of Dublin	Dublin	19,200 s.f. \$ 1,200,000
Hyundai Sales Building & Hyundai Service Building	Dublin	20,000 s.f. \$ 1,650,000

SIGNIFICANT PROJECTS COMPLETED

Roxanne DuCheney - Resume

PROJECT NAME:	LOCATION:	SIZE/VALUE
ValleyCare Medical Office Building & Wellness Center	Livermore Campus	132,000 s.f. \$24,000,000
Union Landing Shopping Center New Site work, New Buildings	Union City	37,000 s.f. \$6,230,000
Claim Jumper Restaurant	Fremont	11,328 s.f. \$6,234,000
Livermore Jaguar	Livermore	27,800 s.f. \$ 1,560,000
<u>Custom Homes In Discovery Bay</u>		
Kinnebrew Project - Elevator New ground up Custom Home	Discovery Bay	4,068 s.f. \$ 1,015,000
Kelly Project New ground up Custom Home	Discovery Bay	4,200 s.f. \$ 1,212,398
Stout Project New ground up Custom Home	Discovery Bay	3,874 s.f. \$ 979,000
Dan Lawson New ground up Custom Home	Discovery Bay	3,700 s.f. \$ 703,000
LeForce Project New ground up Custom Home	Discovery Bay	4,048 s.f. \$ 977,000
Windward Project New ground up Custom Home	Discovery Bay	4,500 s.f. \$ 1,328,349
Bracco Residence Custom Home / Remodel	Discovery Bay	3,992 s.f. \$ 850,000
Tocci Residence Custom Home/ Remodel/ Addition	Discovery Bay	9,200 s.f. \$ 1,100,000
Tocci Pool/Deck	Discovery Bay	\$ 350,000



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO 2013-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY, A CALIFORNIA COMMUNITY SERVICES DISTRICT,
-ESTABLISHING A COMMUNITY CENTER ADVISORY COMMITTEE**

WHEREAS, Town of Discovery Bay Community Services District Board of Directors desires to create a Community Center Advisory Committee; and

WHEREAS, the Advisory Committee will assist the Board of Directors with the feasibility, planning, programming, and ongoing operations of the Discovery Bay Community Center, and

WHEREAS, the Community Center Advisory Committee will continue until such time as the Board of Directors determines that the committee is no longer necessary to provide its advisory functions.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Board of Directors hereby creates a Community Center Advisory Committee as a standing committee with a continuing subject matter jurisdiction of advising the Board of Directors related to the Discovery Bay Community Center project.

SECTION 2. That the Community Center Advisory Committee shall be comprised of two Board Members, one of which shall be the chairperson, and three members of the public appointed at-large.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED AND ADOPTED this 23rd day of January, 2013.

Ray Tetreault
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on January 23, 2013, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



No Back Up
Documentation For
Agenda Item # K-2

FINAL

TownOfDiscoveryBay CSD

Received

JAN 02 2013



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
October 11, 2012**

- MEETING CALLED:** The meeting was called to order by Chair Mike Bruno at 10:02 a.m. at the Byron Airport's Office.
- PRESENT:** Mike Bruno, Chair, CCC Airports Business Association
Derek Mims, City of Pleasant Hill
David Pfeiffer, Secretary, District V
Rudi Raab, District I
Ronald Reagan, District III
Russell Roe, District II
Tom Weber, Vice Chair, District IV
Ed Young, At-Large 1
- ABSENT:** Janet Kaiser, Diablo Valley College
Keith McMahon, City of Concord
Rich Spatz, At Large 2
- STAFF:** Keith Freitas, Director of Airports
Mike Vitalich, Airport Operations Specialist
- OPENING COMMENTS
BY CHAIR:** Mike Bruno thanked those in attendance for coming out to the Byron Airport to attend the meeting.
- PUBLIC COMMENT
PERIOD:** None
- APPROVAL OF
MINUTES:** Moved by Derek Mims; seconded by Tom Weber. Approved unanimously.
- APPROVAL OF
CONSENT ITEMS:** Moved by Tom Weber; seconded by Russ Roe. Approved unanimously.
- PRESENTATION/SPECIAL REPORTS:** Tom Weber awarded the second of this year's two AAC Tenant Recognition Awards to Clay Bonavito, owner of Bay Area Skydiving, for Bay Area Skydiving's participation in the Airports' Annual Santa Skydive Event.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

N/A

b. Byron Utility/Infrastructure Report

Keith Freitas reported that the Airport received a Federal Aviation Administration (FAA) grant for about \$122,000 to do infrastructure analysis at the Byron Airport.

- When the Airport was built, 18 years ago, due to its distance from sewer and water it was put on a septic system and well water.
- These limited facilities will be analyzed to determine how much more the Airport can grow before the infrastructure will need to be upgraded or what other options may be available.
- Mike Bruno questioned the timeline. Keith responded that the Airport is in negotiations with a contractor and the analysis should start by December of 2012.

c. Byron Airport Pavement Project

Keith Freitas reported the Airport also received an FAA grant for pavement and airfield signage. Byron Airport, which is about 18 years old, is in need of rejuvenation of the runways, crack sealing, taxiway and runway sign upgrades, and lighting.

- The grant will pay for putting together a bid package to do an analysis of what needs to be done pavement and lighting and signage wise.
- Timing for this item is as follows:
 - a. Consultant under contract by end of the year and they will start the analysis right away.
 - b. Actual construction work will start when additional FAA grant dollars become available.
 - i. Bid package will be ready to go by the time the additional grant dollars are available in order to find a contractor, go into contract with them and start the project.
 - c. FAA grant funds could become available as early as Summer of 2013 but as late as 2014

d. Mariposa Community Benefit Fund (Fund)

Keith Freitas reported:

- At the last Airport Committee Meeting, Supervisor Piepho and Supervisor Mitchoff directed Airport staff to work with the Department of Conservation and Development (DCD) to move forward with a County General Plan amendment.
 1. An amendment to the General Plan is a lengthy process that can take between 18 and 36 months.
- Other items that will be funded are the two items previously discussed Byron Utility/Infrastructure and Airport Pavement. The Airport's portion, approximately 10%, would come out of the Fund.

e. Clifton Forebay Sea Plane Use Proposal

Keith Freitas reported John Pfeiffer, a former Airports District Manager for FAA and now with the Aircraft Owners and Pilots Association (AOPA) as the regional representative contacted Airport staff.

- AOPA with the Seaplane Pilots Association are looking for training locations.
- Clifton Forebay is about a mile north east of the Byron Airport is one of the locations they are looking at.
- The packet they sent and is enclosed in the AAC packet is informational from Airport staff's standpoint.
- There is still a lot of work the AOPA and Seaplane Pilots Association will need to do with the California Department of Water Resources Board to see if they can do it.
- They have done this in other locations in Southern California.
- They will have to do a FAA Airspace analysis because of the proximity of the location to the Byron Airport to make sure that air traffic issues are looked at and resolved.
- This was proposed on October 1, 2012.

There was concern expressed by a community member to the noise the seaplanes would make doing their training exercise.

f. Status of Byron Airport Inspection

Keith Freitas reported that there were about 80 hangars to inspect; there are still about 10 still needing inspections.

- There are a few tenants that did not pass inspection as they need to do some cleaning out of stored items.
- It is an FAA requirement that, at an airport facility, the hangars be used for aviation but do allow for some ancillary storage.

Russ Roe reported that he has a hangar at the Byron Airport and participated in the inspection process. He commended the County and inspectors that were at the Byron Airport for being very professional and very helpful. Russ stated that he felt the inspections went really well.

Keith stated that Airport staff works hard to coordinate getting into the hangars, which is always a challenge, and can be an inconvenience for tenants but it is something that needs to be done. Airport staff is striving to prevent issues that have arisen in the past with unauthorized storage from happening again.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

Mike Bruno reported the Airport Committee met on September 24, 2012.

- The two Supervisors made it clear that they want a method or mechanism in place to be informed when there is an incident at one of the County Airports.
 1. This item will be added to the next agenda to discuss further.
 2. There is concern from businesses about how much information should be released as there could be little or no facts available. Even when all the facts are available it is still questionable as to what information should be released.
 3. Airport staff has a challenge to inform the Supervisor and advise when an incident happens without including items that are not to be fact but reported as so.

- Mike Bruno asked to have the AAC more involved in this process. This item will be added to the next agenda.

Tom Weber stated that the Supervisors would like to be notified prior to hearing about incidents when they get a call from the media.

Keith Freitas reported the Supervisors need to be given enough facts so that they are aware of what is happening but there is also a challenge to get the information out during the middle of an incident.

b. What is happening at Buchanan Field & Byron Airports/Other Airports

None

c. Update from Airport Business Association

Mike Bruno reported that business is holding steady but there seems to be a small uptick in business.

Russ Roe questioned what was happening with APEX. Mike Bruno responded that the bank has the Apex facility up for sale. They are actively pursuing tenants and have cleaned out items that were left behind by the previous owner. The offices are being cleaned up with some remodel work being completed.

Keith Freitas reported that ownership was transferred to the bank and they assigned it to another entity. The Airport is getting rent payments from that new entity.

d. AAC Announcements

None

e. Airport Staff Announcements

None

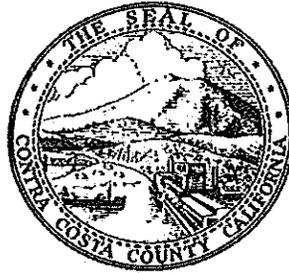
FUTURE AGENDA ITEMS

- AAC appointments
- Process for Emergency/Accident Notification

Next meeting scheduled for Thursday, November 8 at 10:00 am at Buchanan Field.

ADJOURNMENT: The meeting was adjourned by the Chair at 12:00 pm.

**Discovery Bay
P-6 Zone Citizen
Advisory
Committee**



Office of Supervisor **Mary N. Piepho**
Contact: **Karyn Cornell**
181 Sand Creek Road, Suite L
Brentwood, CA 94513
925-240-7260

Respectfully submitted by: _____

DRAFT

The Discovery Bay P-6 Zone Citizen Advisory Committee serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.

Record of Actions

Meeting start time: 7:25 p.m.

Tuesday, October 30, 2012

1.) Meeting called to order by Chair Earl at 7:25 p.m. with Committee members Mankin and Stevens present. Vice Chair Kane absent.

2.) **Public Comment:** No Public Comment Received.

3.) **Review of Record of Actions of June 18, 2012 meeting:** Committee member Mankin made a motion to accept the Record of Actions as written. Second made by Committee member Stevens. Motion carried 3-0.

4.) **Correspondence: (Key: R= Received S= Sent)**

R-8/14/12 Supervisor Piepho regarding Felipe Alfsen's seat

5.) **Old Business:**

- a.) **Discussion of funding for the Byron Union School District School Resource Officer for 2012-2013 school year:** No new update. Discussion of the need for the School District to secure funding for the 2013-2014 SRO position.
- b.) **Discuss DB P-6 Zone CAC Budget:** Lt. Johnson explained that he is still working on answers but it appears that the explanation for the change in revenue is do the the change in property value. Concern expressed by Committee member Mankin that he thought they were fixed and not on a percentage bases and had a CPI attached. Lt. Johnson will continue to work on securing explanation relating to the budget.

7.) **New Business**

- a.) **Monthly activity report (Lt. Johnson):** Lt. Johnson provided an overview of the calls for August through October 25th.
- b.) **Fundraising Ideas:** Item continued until the next meeting
- c.) **2012 Overview and 2013 Workplan:** Motion made by Chair Earl to approve as prepared with the change in meeting date. Second made by Committee member Stevens. Motion carried 3-0.

This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.705(d) of the Contra Costa County Ordinance Code.

d.) Other new Business: Discussion regarding new vehicle markings estimated to be in place by early 2013.

8.) Future agenda items/Committee Member Comments:

9.) Adjourn: Meeting adjourned at 7:46 p.m. to the next meeting scheduled for January 15, 2013.



TownOfDiscoveryBay CSD
Received
JAN 03 2013

EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes Board of Directors Regular Meeting

Monday December 3, 2012 – 6:30 P.M.
Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Steve Barr	Kevin Romick - President	Robert Kenny
Kevin Bouillon	Joel R. Bryant- Vice President	Cheryl Morgan
Robert A. Brockman	Ronald Johansen	Erick Stonebarger

Preceded by a Special Closed Session Meeting at 6:00 P.M., 3231 Main Street, Oakley

6:00 P.M. – Call to Order and Adjourn to Closed Session on the following matters:
(6:00 P.M.)

1. CONFERENCE WITH LABOR NEGOTIATOR
pursuant to Government Code Section 54957.6
Agency designated representative: Board President and Vice President
Employee Organizations: International Association of Fire Fighters, Local 1230, AFSCME
Local 2700, East County Fire Fighters Association (Reserves), Unrepresented Management.
2. CONFERENCE WITH LEGAL COUNSEL– Existing Litigation pursuant to Government
Code Section 54956.9, City of Brent, et al v. Robert Campbell, Contra Costa Sup. Ct. No.
MSN 11-1029.”

RECONVENE TO OPEN SESSION – 3231 Main Street, Oakley
(6:32 P.M.)

CLOSED SESSION REPORT: The Board gave direction to the Staff for matter 1 & 2

CALL TO ORDER- (6:35 P.M.)

PLEDGE OF ALLEGIANCE- (6:35 P.M.)

ROLL CALL- (6:31 P.M.) Directors Present: Barr, Bouillon, Romick, Johansen, Kenny, Morgan
Directors Absent: Brockman, Bryant, Stonebarger

PUBLIC COMMENTS - (6:36 P.M.)

There were no Public Speakers.

CONSENT CALENDAR- (6:36 P.M.)

- C.1 Approve minutes from October 1, 2012 Regular Board of Directors Meeting.
- C.2 Approve the Board of Director's meeting schedule for 2013

Motion by: Director Kenny to approve Consent Calendar Items C.1 & C.2
Second by: Director Morgan
Vote: Motion carried 6:0

PUBLIC HEARINGS

NONE

DISCUSSION ITEMS

- D.1 Selection of District Board Officers: President, Vice President for the 2013 Calendar Year.- (6:37 P.M.)

Motion by: Director Barr to continue D.1 – Selection of District Board Officers:
President, Vice President for the 2013 Calendar Year at the next
scheduled meeting on January 7, 2013.
Second by: Director Johansen
Vote Motion carried 6:0

There was (1) one Public Speaker – Gil Guerrero

- D.2 Receive Operational Update - (6:39 P.M.)

There were no Public Speakers.

INFORMATIONAL STAFF REPORTS

NONE

DIRECTORS' COMMENTS- (6:52 P.M.)

Director Johansen thanks Staff for all their work getting Station 94 re-opened.
Director Johansen thanks all line personnel for their dedication and hard work.

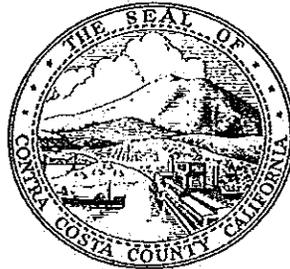
INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS- (6:54 P.M.)

NONE

ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: January 7, 2013 - (6:55P.M.)

Motion by: Director Kenny to adjourn to the next Board meeting, January 7, 2013
Second by: Director Johansen
Vote Motion carried 6:0

Byron Municipal Advisory Council



Office of Supervisor Mary N. Piepho
Contact: Karyn Cornell
3361 Walnut Blvd, Suite 140
Brentwood, CA 94513
925-240-7260

Respectfully submitted by: *Town of Discovery Bay CSD*
Received

JAN 10 2013

*The Byron Municipal Advisory Council serves as an advisory body to the
Contra Costa County Board of Supervisors and the County Planning Agency.*

DRAFT

Record of Actions

Meeting start time: 6:00 p.m.
Tuesday, December 4, 2012

- 1.) Meeting called to order by Chair Juarez at 6:00p.m. Councilmember Beltran absent.
- 2.) Public Comment: No Public Comment Received
- 3.) Review of Record of Actions of 11- meeting: Councilmember Lopez made a motion to accept the Record of Actions as prepared. Second made by Vice Chair Schmit. Motion carried 4-0.
- 4.) Agency Reports
 - a.) East Contra Costa Fire Protection District: Field Representative Cornell distributed the calls for September
 - b.) Contra Costa County Sheriff's Department: No report.
 - c.) California Highway Patrol: No report
 - d.) Office of Supervisor Mary N. Piepho: Field Representative Cornell provided an update on the following items: the Veterans Services Department is now holding office hours on Thursdays at the Supervisor's Brentwood office by appointment; provided a list of the current open committee seats in District III; distributed flyers for the Contra Costa CAN program which provides assistance for Small Business loans; the 2012 Food Drive is currently taking place; reminder that the 2012/2014 Community Development Block grant application are due December 10; discussed need by Meals on Wheels for drivers in far East Contra Costa County; discussed Supervisor Piepho's recent trip to Washington D.C. with County Librarian Barbara Flynn to receive the 2012 National Medal for Museum and Library Services award; volunteers needed for tax preparation; the East Contra Costa Fire Protection District reopened per fund from the SAFER grant; provided copies of the December 17th Zoning Administrator agenda; wished everyone a safe and happy holiday season.
- 5.) Items for Discussion and/or Action
 - a.) Discuss future meeting locations and meeting schedule: The Byron MAC decided to keep the meeting location and the meeting schedule the same for 2013. The group will meet at the Excelsior Middle School on the 3rd Thursday of the month at 6:00p.m.
 - b.) Discuss Byron MAC P.O. Box extension: Motion made by Councilmember Lopez to submit payment of \$70.00 for a one year renewal of the Byron MAC Post Office Box. Second made by Vice Chair Schmit. Motion carried 4-0.
 - c.) Discuss proposed changes to the Home Occupation Land-use Permit: Field Representative Cornell presented the Department of Conservation and Development's proposed pilot program regarding changes to the Home Occupation Land-use Permit. Motion made by Councilmember Lopez to accept the changes in the permit process for the Home Occupation Land-use Permit. Second made by Councilmember Larsen. Motion carried 4-0.
 - d.) Discuss 2012 Overview and 2013 Workplan: Motion to approve the items as prepared by Councilmember Lopez. Second made by Vice Chair Schmit. Motion carried 4-0.
- 6.) Correspondence Key: R= Received S= Sent
 - a.) R-10/31/12 Contra Costa Local Agency Formation Commission Special Meeting Agenda for Wednesday, October 31, 2012 :

This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.

- b.) R-11/5/12 Contra Costa County Zoning Administrator Agenda for Monday, November 5, 2012
- c.) R-11/13/12 Contra Costa County Planning Commission Meeting Cancellation Notice for Tuesday, November 13, 2012
- d.) R-11/14/12 Contra Costa Local Agency Formation Commission Meeting Cancellation Notice for Wednesday, November 14, 2012
- e.) R-11/19/12 Contra Costa County Zoning Administrator Agenda for Monday, November 19, 2012
- f.) R-11/27/12 Contra Costa Planning Commission Meeting Cancellation notice for Tuesday, November 27, 2012
- g.) R-12/3/12 Contra Costa County Zoning Administrator Cancellation notice for Monday, December 3, 2012
- h.) R-12/11/12 Contra Costa County Planning Commission Meeting Cancellation notice for Tuesday, December 11, 2012

7.) Councilmember Comment/Future Agenda Item:

Update from the Public Works Department: February 2013

8.) Adjourned at 6:30.m. to next meeting scheduled for January 17 at 6:00p.m

**Department of
Conservation and
Development**

30 Muir Road
Martinez, CA 94553-4601

Phone: 1-855-323-2626

**Contra
Costa
County**



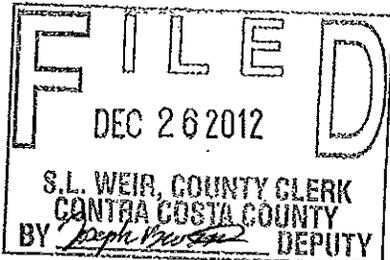
TownOfDiscoveryBay CSD Catherine Kutsuris
Received Director

JAN 7 2013

Aruna Bhat
Deputy Director
Community Development Division

Jason Crapo
Deputy Director
Building Inspection Division

Steven Goetz
Deputy Director
Transportation, Conservation and
Redevelopment Programs



December 26, 2012

NOTICE OF AVAILABILITY AND PUBLIC REVIEW OF THE CONTRA COSTA COUNTY CLIMATE ACTION PLAN AND INTENT TO ADOPT A PROPOSED NEGATIVE DECLARATION AND HOLD A PUBLIC HEARING

Project Title: Draft Contra Costa County Climate Action Plan

Pursuant to the State of California Public Resources Code and the "Guidelines for Implementation of the California Environmental Quality Act of 1970" as amended to date, this is to advise you that the Department of Conservation and Development, Community Development Division of Contra Costa County has prepared an initial study on the following project:

Project Description: The proposed project involves preparation of a Climate Action Plan (CAP) to identify measures and actions intended to reduce greenhouse gas (GHG) emissions below the level of emissions that existed in 2005. California adopted GHG emission reduction targets in 2006 under Assembly Bill (AB) 32. The Contra Costa Climate Action Plan is the beginning of an ongoing planning process that enables the County to comply with state legislation related the GHG emissions. The purpose of the Climate Action Plan is to identify how the County will achieve a target of 15% below 2005 levels by the year 2020 and to create a path to obtain 2050 targets associated with Governor's Executive Order S-03-05. The CAP provides goals and associated measures, also referred to as GHG reduction measures, in the sectors of energy, solid waste, transportation, off-road equipment, water and wastewater, and agriculture. In addition, the CAP provides goals and measures for longer-term adaptation to potential risks of climate change, as well as, identifying public health benefits and providing implementation strategies that encourage positive health outcomes.

A copy of the Draft Climate Action Plan and Negative Declaration and all documents referenced may be reviewed in the offices of Conservation and Development located at 30 Muir Road, Martinez.

Public Comment Period: The period for accepting comments on the adequacy of the environmental document and the Draft Climate Action Plan extends to 5:00 pm, Friday, February 1, 2013. Any

comments should be in writing and submitted to the following address:

John Osborne
Contra Costa County
Department of Conservation and Development
30 Muir Road
Martinez, CA 94553

Or, you can submit your comments by email to john.osborne@dcd.cccounty.us

It is anticipated that the proposed Negative Declaration will be considered for adoption at a meeting of the Board of Supervisors in early 2013. A public hearing notice for the proposed Negative Declaration will be issued at least 10 days prior to the hearing. The hearing is anticipated to be held at the County Administration Building, 651 Pine Street, Room 107 (Board Chambers), in Martinez. It is expected that the Board of Supervisors will also conduct a hearing on the Draft Climate Action Plan at the same time.



John Osborne
Senior Planner

cc: County Clerk's Office (2 copies)



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

January 4, 2013

Simar Gill
Contra Costa County Department of Conservation and Development
Community Development Division
30 Muir Road
Martinez, CA 94553

RE: County File Number LP12-2143 (Wilson 630 Topaz Court, Discovery Bay - Home Occupation Use Permit Application for Approval of a home based Tax Business

Dear Simar Gill:

The Town of Discovery Bay Community Services District Board of Directors heard testimony and took under consideration the above referenced matter at their regular meeting of January 2, 2013.

The Board stated that they do have concerns with the intended use relative to vehicular and pedestrian traffic, as well as parking within the neighborhood. The Board has requested that the conditions of approval address these concerns and be incorporated into Home Occupation Use Permit No. LP12-2143.

Sincerely,

Rick Howard, General Manager
Town of Discovery Bay CSD

RH/cmc
Cc: Board of Directors



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice - President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

January 4, 2013

Will Nelson
Contra Costa County Department of Conservation and Development
Community Development Division
30 Muir Road
Martinez, CA 94553

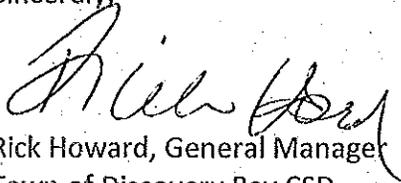
RE: County File Number DP12-3031 (Delta Presbytery of San Francisco – Development Plan Application)

Dear Will Nelson:

The Town of Discovery Bay Community Services District Board of Directors heard testimony and took under consideration the above referenced matter at their special meeting of December 4, 2012.

The Board had no other negative comments.

Sincerely,



Rick Howard, General Manager
Town of Discovery Bay CSD

RH/ca
Cc: Board of Directors



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice - President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

January 16, 2013

John Osborne, Senior Planner
Department of Conservation and Development
Community Development Division
30 Muir Road
Martinez, CA 94553

**RE: Newport Pointe Residential Project Recirculated Mitigated Negative Declaration
County File #'s GP08-0002, RZ09-3241, SD09-9278 & DP09-3029**

Dear Mr. Osborne:

The Town of Discover Bay Community Service District (TODBCSD) has reviewed the Recirculated Mitigated Negative Declaration and Initial Study (RMND/IS) for the above identified Project. On November 16, 2012, the TODBCSD submitted comments on the Mitigated Negative Declaration/Initial Study. The TODBCSD renews those comments to the extent they were not addressed in the RMND, and provides the following comments and issues to be addressed prior to approval of this Project.

Comment #1: Air Quality:

In the MND/IS at page 9 of 58 and the RMND/IS at page 9 of 61, the Mitigation Measure AIR-1 with respect to "all exposed surfaces shall be watered two times per day" should be modified to be required "four times per day during dry or windy conditions" due to the fine particulate matter related to the soils in the area.

Comment #2: Hydrology and Water Quality:

In the MND/IS at page 36 of 58 and RMND/IS at page 39 of 61, the analysis under item 9 (b) Hydrology and Water Quality focuses on the shallow "perched" water table, as opposed to the deeper aquifer systems which TODBCSD and other municipalities utilize for water supplies.

The project will result in increased water demand thereby having a direct effect on the quantity of groundwater extracted from the aquifer system from TODBCSD wells. The increased water demand also contributes towards the need for the new water supply well that was identified in the 2012 Water Master Plan as Capital Improvement Project (CIP) Item 1a, as well as other water capacity expansion improvements. The need for a groundwater basin assessment was also recommended in the 2012

Water Master Plan to assess long term groundwater basin impacts caused by future growth in the system (CIP Item 5).

The Water Master Plan indicates that reliability of the future growth in water supply "is based on an assumption that the yield of groundwater system is sufficient to sustain current and future pumping."

The Water Master Plan specifically states that Capital Improvement Project recommendations are made to ensure that a proper basis is established on which to judge the sustainability of the water supply system. Since evidence suggests that under the current level of use groundwater is sustainable, there is however an open issue with respect to future growth and the TODBCSD has determined that a groundwater basin assessment (CIP Item 5) must be conducted to establish this basis. In preparing the Water Master Plan, the discussion of sustainability was in the context of build-out growth as opposed to small increments, such as this Project. While your analysis concludes that the increment of increased demand by this project will likely not have a significant effect, it should be recognized that TODBCSD is entering into a phase of growth where the sustainability is a significant concern. It is recommended that the discussion of sustainability be revised to reflect the current view of sustainability and that a Mitigation Measure be included to provide that analysis be conducted which contributes to the quantification of sustainable groundwater resources from the underlying aquifer system.

Comment # 3: Utilities and Service Systems

In the MND/IS at page 56 of 58 and RMND/IS at page 58 of 61, the analysis under this section does not adequately describe the water utility component on which to base the level of impact to existing water supplies. For example, in order to assess a level of impact, this section must describe the following:

- water demand estimates for residential and irrigation in terms of annual, maximum day, fire flows and peak hour;
- a description of the water system (accompanied by a figure);
- landscape irrigation system discussion and water demand estimates;
- discussion of "water efficiency" measures for indoor/outdoor applications and water metering (California Plumbing Code and AB 2572).

The TODBCSD requests that a Mitigation Measure be added requiring the development to install a water well site to provide a new domestic source of water to add capacity to serve the proposed development, and additional future water district service connections. Easement rights to connect the new well location to the Water Treatment Plant located on Newport Drive will also be necessary.

Comment # 4: Utilities and Service Systems

In the MND/IS at page 56 of 58 and RMND/IS at page 59 of 61, the text under item 17 (d), at the third paragraph reads: "New development would be responsible for the costs to construct improvements that are necessary only to serve new development. The existing water supply and delivery system would need to be expanded (new well pumps, construction of new water supply well to serve the Newport Water Treatment Plant) (Water MP 2012)." This statement infers which facilities will be the responsibility of new developments. This statement should be removed. Rather, the responsibility of new development should be determined through a Service Agreement with TODBCSD.

Furthermore, the 2012 Water Master Plan identified improvements beyond what is listed in the above statement that are necessary to expand capacity to serve existing and future developments. For reference, these improvements include: Well 1B pump upgrades (CIP Item 1d); new supply well (CIP Item 1a); new storage tank (CIP Item 4a); and new filter, backwash tank, recycle pumps and modified controls (CIP Items 2a, 2b and 2c).

Comment # 5: Mandatory Findings of Significance

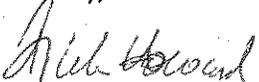
In the MND/IS at page 58 of 58 and RMND/IS at page 66 of 66, the analysis under item 18 (b) does not include a discussion of nearby development projects to form a basis for cumulative impacts. For example, the 2012 Water Master Plan and the Pantages DEIR (both referenced in the Environmental Checklist) identified nearby projects which should be noted in this discussion.

The assessment of cumulative water supply impacts should be assessed and should recognize that the TODBCSD is currently within an established groundwater management area and actively participates in the following: California Statewide Groundwater Elevation Monitoring (CASGEM) that includes a groundwater elevation monitoring program to track seasonal and long-term trends in groundwater elevations; the Integrated Regional Water Management (IRWM) program that consists of a collaborative effort to manage water resources in the region; and East County Water Management Association (ECWMA) which is comprised of water agencies (TODBCSD is a member), wastewater agencies, flood control districts, and watershed management groups within the eastern portion of Contra Costa County (East County). These programs and organizations are aimed at managing local water supplies to improve the quality, quantity, and reliability. Relevant information available from these programs should be used to address cumulative water supply impacts.

Conclusion

On behalf of the Town of Discovery Bay Community Service District, we appreciate the opportunity to comment on the Recirculated Mitigated Negative Declaration. Your attention to the above raised issues and the renewal of the comments from November 16, 2012 as the above issues have not been adequately addressed at this time in the RMND/IS. If you have any questions or would like to discuss these issues further, please feel free to contact me directly.

Sincerely,


Rick Howard, General Manager
Town of Discovery Bay

RH/ca
Cc: Board of Directors



No Back Up
Documentation For
Agenda Item # M



No Back Up
Documentation For
Agenda Item # N